

WASTEWATER RECLAMATION COORDINATOR*Class Definition*

Under general supervision, coordinates the resource reclamation program of the Wastewater Treatment Plant.

Distinguishing Characteristics

Wastewater Reclamation Coordinator is a single position class assigned to the Wastewater Management Division of the Department of Public Utilities. The incumbent develops, coordinates and promotes the use of the residuals of the wastewater treatment process, including sludges, methane gas, cogeneration waste heat, reclaimed wastewater, and winery waste solids.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information does not reflect Essential Functions for this class.)

Coordinates the City's efforts to market the residuals of the wastewater treatment processes.

Conducts in-depth cost analyses regarding resource reclamation studies and designs.

Investigates and recommends most cost-effective uses for wastewater treatment residuals.

Provides technical advice and recommendations for residuals use policies, programs, and operating procedures.

Markets reclamation products with and through other agencies and vendors, including the farming community.

Prepares and makes presentations on technical issues to staff, public and professional groups.

Collects, compiles and analyzes data to evaluate the effectiveness of reclamation activities; monitors compliance with federal and state legislation, local ordinances, and policies and procedures.

Monitors off-site locations to ensure that the use of residuals meets regulatory and contractual guidelines.

Implements programs to dispose of the residuals of the wastewater treatment process.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of farming practices.

Knowledge of the materials, equipment and methods used in the reclamation and use of the residuals of the wastewater treatment process.

Knowledge of occupational and safety hazards related to the use of wastewater treatment residuals.

Knowledge of markets for the residuals of the wastewater treatment process.

Knowledge of contracts and contract administration principals.

Ability to analyze and interpret federal, state and local laws and regulations relating to the safe use of the residuals of the wastewater treatment process.

Ability to research, compile, analyze and draw sound conclusions from statistical and other complex data.

Ability to prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

Ability to determine compliance requirements for air, land and water environments and recommend cost-effective alternatives.

Ability to determine crop uptake and application rates.

Ability to make clear and persuasive oral presentations.

Ability to plan and organize multiple complex technical projects.

Ability to establish and maintain effective working relationships with those contacted in the performance of required duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in engineering, chemistry, environmental health, environmental biology, agricultural science, public administration, business administration, or closely related field; and two years of technical and/or program management experience, preferably in the use and disposal of the residuals of the wastewater treatment process. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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